



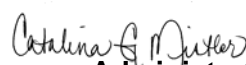
OPERATIONS MEMO

Update of the California Student Aid Commission

November 28, 2006

GOM 2006-38

TO: High School Counselors

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SUBJECT: 2007-2008 Cal Grant Grade Point Average Verification Guidance

This Operations Memo provides guidance to high school counselors who submit grade point average (GPA) verifications on behalf of students who are applying for the 2007-2008 March 2nd Cal Grant awards.

Electronic GPA Submission

The Commission is now accepting GPA uploads from schools for the 2007-2008 March 2nd Cal Grant Awards. The WebGrants' GPA upload function provides immediate feedback regarding the number of GPAs that have been accepted, and identifies any errors in the upload. Electronic submission is secure, fast, and minimizes errors. When entering GPAs through WebGrants, up to 35,000 GPAs may be entered in a single upload file. Since these GPAs can be certified electronically, there is no need to fax or mail a Certification form when the online GPA function is used.

Schools should review the GPA submission procedure prior to actually submitting GPAs to ensure that their upload is accepted by the Commission. Failure to ensure that the Commission has received the GPA upload could result in students being deemed ineligible for an award.

A User Guide to electronically submitting GPAs is available from the *Help Center* on WebGrants. The User Guide gives step-by-step instructions on submitting GPAs using the WebGrants Upload screens. To view the User Guide, log on to WebGrants, click on 'Help' in the upper right corner of the WebGrants screen and look under *User Guides – GPA Screens*.

As an alternative, schools may continue to use paper GPA Verification Forms. The form is available for download from the Commission Web site or by ordering forms directly from the Commission.



State of California
Arnold Schwarzenegger
Governor

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GPA Verification Form Availability

The Cal Grant GPA Verification Form is available for download from the Commission Web site at www.csac.ca.gov/PUBS/FORMS/GRNT_FRM/G-4.PDF. Two online versions of the form are available. One version allows the student information section to be filled out and printed while the second version can be printed then filled out manually. The student must take either version to their school for verification and signature by a school official before sending it to the Commission.

The Commission will distribute 100 paper forms to schools automatically. If needed, schools may request additional copies using the online ordering system or by printing out copies of the form from the Commission's Web site. The Commission shares the EDFUND Web-based ordering system to provide publications to schools. Instructions for using the online system can be found at www.csac.ca.gov/doc.asp?id=1072; click on *Forms and Publications Online Ordering System* to reach the EDFUND site.

Cal Grant GPA Release Form

The Commission developed the Cal Grant GPA Release Form for use by schools when they have concerns about the release of GPA information due to privacy. The form is available on the Commission Web site at www.csac.ca.gov/doc.asp?id=80 for schools to print and provide to graduating seniors. The form is to be kept by the high school.

For further assistance, schools may contact School Support Services at (888) 294-0153. Students may contact Student Support Services at (888) 224-7268.

Thank you in advance for your assistance this coming year and for your continued efforts to serve students.

Enclosures: Cal Grant Grade Point Average (GPA) Questions and Answers
for High Schools
High School GPA Electronic Record Layout and Output Record
and Data Element Description
WebGrants User Guide – GPA Submission
High School System Administrator's Access Request Form
High School Information Security and Confidentiality Agreement
Cal Grant GPA Release Form